

**ALCOA CORPORATION**

**Supplier No** 3003250  
**Phone** (901) 873-5326  
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**Supplier Contact**  
CHRIS KNIGHT  
(901) 873-5326

**Supplier**  
HI-SPEED INC  
PO BOX 2959  
JACKSON, MS 39207  
United States

**CHANGE ORDER**

<b>Order-Release#</b> <b>270520251TRF</b>	<b>Revision</b> 1	<b>Page</b> 1 of 3
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The above purchase order number must appear on all invoices, packing lists, cartons, and correspondence related to this order

<b>Order Date</b> 12-MAR-19	<b>Revision Date</b> 20-MAY-19
<b>Original Buyer</b> US PSC BUYER	<b>Revision Buyer</b> US PSC BUYER
<b>Buyer Contacts</b>	
<b>Phone</b>	<b>Fax</b>
<b>Email</b> GPP@alcoa.com	

**Ship To**  
ALCOA - REMEDIATION  
1401 BAUXITE CUTOFF ROAD  
Bauxite, AR 72011  
United States  
**Phone** 501-776-4701  
**Fax** 501-776-4688

**Bill To**  
Email to: alcoainvoices@digiscribe.info  
OR Mail to:  
PO BOX 500  
Elmsford, NY 10523  
United States  
**Phone**  
**Fax**

**Gov. Contract#**

**Priority Rating#**

<b>Ship Via</b>	<b>Freight Terms</b> Freight Collect	<b>FOB</b> Destination-TitleTransfer
<b>Payment Terms</b> NET DUE 4TH OF FOURTH MONTH	<b>Currency</b> USD	

Alcoa requires suppliers to utilize the BestTransport Supplier Connection Portal for shipments meeting the conditions set forth below:

Supplier Criteria for using BestTransport Supplier Connection

- \* Alcoa Corporation responsible for freight payment to the carrier.
- \* For shipments within North America (excluding inter and intra Mexico)
- \* For single shipments weighing 150 lbs. or more
- \* For motor carrier service shipped as Van, Flat Bed, or LTL.

Alcoa suppliers are to register with BestTransport Supplier Connection at <http://supplier.bestshippers.com>. To register, click on the Create Account button and enter the Alcoa account key 4alcoa (the key is case sensitive) and click the Submit button.

For assistance creating an account, entering shipment information, or shipment questions or problems, suppliers should contact Alcoa Central Dispatch at 1-866-209-3737 option 6 or via email at [AlcoaCorpCD@alcoa.com](mailto:AlcoaCorpCD@alcoa.com). For assistance in French, contact the Transportation Group at 1-819-294-3036 or by email at [DL-NerDepartementTransport@alcoa.com](mailto:DL-NerDepartementTransport@alcoa.com).

BestTransport Supplier Connection SHOULD NOT be used for urgent, over-dimensional, or any other shipment that requires special handling. Please contact Alcoa Central Dispatch or the Transportation Group for assistance.

Shipments weighing less than 150 lbs. with a destination in the United States are to be routed directly using Fed Ex Small Package, referencing the appropriate Alcoa Shipper Account Number. Shipments weighing less than 150 lbs. with a destination in Canada are to be routed directly using UPS Small Package, referencing the appropriate Alcoa Shipper Account Number.

Asset Management and Remediation

Do not exceed the total value of this purchase order without prior written approval from Alcoa.

This purchase order is governed by the Alcoa standard terms and conditions attached to or referenced on this purchase order. The Supplier is required to comply with all Alcoa standard terms, all Alcoa requirements related to Safety as specified for the project,

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and all applicable laws. All work shall be conducted in accordance with these terms and any additional location specific terms defined for the project. By accepting this purchase order, you agree to comply with all terms specified herein.

Payment terms are understood to be in reference to payment days following approval of the invoice.

The Supplier is liable for and will pay all state and applicable county sales and use taxes on all Supplier-furnished materials, supplies, equipment, tools, and similar items used to perform this work. Personal professional services are excluded from state and county sales and use tax.

If performing work on-site, the Supplier must be safety pre-qualified prior to coming on-site.

### INVOICING INFORMATION:

Invoices must be submitted to Alcoa following the instructions in the Bill To section of this purchase order.

If the Bill To reads XML Invoice Required, do not submit a paper invoice. Invoices must be submitted using Alcoa's B2B solution.

If the Bill To reads NO INV USE ICLAIM, do not submit a paper invoice. Invoice must be submitted using Alcoa's SPR (iClaim) system in Alcoa Direct. All supporting documentation must be included with the submission.

If the Bill To reads PFR No Invoice Required, email your procurement contact prior to submitting your invoice to confirm the best transmission method.

If the Bill To specifies Alcoa's invoice email address and PO box, please note that Alcoa prefers paper invoices be submitted via email. Only if email cannot be used should the PO Box be used. Select only one method of transmission.

For all paper invoices, the invoice must include the following on the first page of the invoice:

Purchase order number (including TRF suffix)

Invoice number

The project manager's name

The invoice period

The Supplier's name

The Supplier's remit-to address

At a minimum for Services, supporting documentation must include hours expended, date work was performed, actual name and/or classification of the worker performing the work, rate per hour, extended dollar amount, description of the work, travel & entertainment expenses itemized and including receipts for any expense greater than \$25 USD, supporting documentation for sub-contracted services (including actual invoices from the sub-contractors).

Credits must be submitted as a separate credit memo stating the correction to the prior invoice number and reason for the credit. Do not include the credit on the next invoice.

Supplier inquiries about invoice / payment processing should be directed to Customer Support via email at [usap@alcoa.com](mailto:usap@alcoa.com). In addition, Suppliers can check on the status of payments by using <http://alcoadirect.com>.

It will be the responsibility of the Supplier to provide all requested safety information on a monthly basis to Alcoa as requested. The information shall be provided via email in the format requested by the end of each month following the month of activity. The Supplier will be responsible for reporting all information for its company and any subcontractors working on the job site.

If any product covered by this purchase order is, or contains, a chemical substance under the Toxic Substances Control Act (TSCA), 15 USC 2601 ET SEQ, the Supplier's acceptance of this order indicates its full compliance with all applicable rules, orders, and regulations under TSCA.

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If applicable, MSDS must be supplied at the time of the initial shipment of any hazardous materials. The MSDS must be sent with each order, to ensure the location has the most recent version of the document.

The Supplier represents that none of the goods purchased hereunder contain any PCBs or asbestos containing materials greater than 1% asbestos.

Line#	Item# Description	Rev#	Quantity	UOM	Taxable	Unit Price	Extended Price	Need Date
2			20000.00	AMT	N	1.00000	20,000.00	31-MAY-19
	ARKANSAS OPERATIONS-MOTOR REPAIR CHANGE ORDER FOR PO 270520251TRF-WATER TREATMENT							31-MAY-19

## Ship To

Shipment #            1

Address at top of page

Deliver To :   KEOGH, PATRICK J. [Patrick.Keogh@alcoa.com]

(20,000.00)

Purchase Order Total

47,820.00

This Purchase Order has been issued by Alcoa on behalf of ARMI, Inc.

By \_\_\_\_\_

Buyer

Date \_\_\_\_\_